

DRAFT
DEQ POLICY MEMORANDUM
PM05-1

PLAN AND SPECIFICATION REVIEW
FAST-TRACK PROCESS
FOR RESIDENTIAL DEVELOPMENT

STATEMENT OF PURPOSE

To establish a statewide “Fast Track” process for conducting expedited plan and specification reviews of residential projects for qualified cities, water and sewer districts, and utilities.

RATIONALE

DEQ is charged through the Environmental Health and Protection Act to protect public health and the environment. One mechanism to do this is through the authority granted to the agency to conduct plan and specification reviews.

Idaho Code Section 39-118 states “...all plans and specifications for the construction of new sewage systems, sewage treatment plants or systems, other waste treatment or disposal facilities, public water supply systems or public water treatment systems or for modification or expansion to existing sewage treatment plants or systems, waste treatment or disposal facilities, public water supply systems or public water treatment systems, shall be submitted to and approved by the director before construction may begin, and all construction shall be in compliance therewith.”

DEQ is experiencing unprecedented growth and demand for plan and specification reviews of water and sewage facilities, and systems. In evaluating the work load and manpower available to the agency to work on plan and specification reviews the agency has taken several steps over the last 5 years. The agency has:

- Initiated a pilot program to test conducting electronic plans and specification reviews;
- Developed a Technical Services Division to share staff resources to work on projects in high growth areas;
- Reassigned staff to the best of our ability to assist with plan and specification reviews;
- Advocated predesign conferences to discuss proposed projects prior to design to assist professional engineers in preparing their designs,
- Developed standardized checklists for administrative and technical requirement;
- Posted information on the website to aid design engineers in submitting complete projects;
- Initiated a pilot program to investigate the feasibility of implementing an expedited review or “Fast Track” process with Boise City, United Water, and the City of Meridian.

FAST TRACK PILOT

The Fast Track review process was piloted at Boise Regional Office. A task force of engineering consultants and DEQ staff was assembled to explore ways to accomplish the following goals for residential development plan and specification reviews:

- Expedite the residential plan and specification review procedure.
- Recognize the role of the professional engineer and the importance of his/her stamp on engineered drawings.
- Protect public health and the environment through the proper administration of DEQ authority.
- Establish residential plan and specification review procedures to be implemented in the region(s).
- Review DEQ policies and procedures to evaluate effectiveness and necessity.

The task force committee members recommended development of a Fast Track approach or process for the review of residential plans and specifications. The Fast Track review process has been piloted with the Cities of Boise and Meridian and with the United Water Corporation utility.

The Fast Track review process expedited plan and specification reviews. Typical projects included simple water and sewer extensions. These projects had prior review and approval by a city or utility that was approved for the pilot review process. Under this option, these plans were screened upon submittal to DEQ and moved into a Fast Track review process.

Expansion of the piloted Fast Track review process is warranted at this time.

STATEMENT OF POLICY

The Fast Track review process is available to cities, water and sewer districts and utilities in Idaho. DEQ will only accept fast track reviews for cities or other entities pre-approved in writing. The types of projects eligible for the Fast Track review process are water and sewer line extension in residential development.

DEQ anticipates this to be a dynamic process which will require periodic updates/changes as the Fast Track review process is implemented. Spot checks by DEQ will be made to ensure regulatory compliance is being maintained. DEQ will periodically audit the Fast Track review process with approved entities for continued compliance and continued participation.

On eligible projects needing a health certificate under Idaho Code §50-1326, DEQ will provide a recommendation to District Health Departments to lift sanitary restrictions.

City or Other Entity Eligibility

The minimum qualifications for review entity (cities, water and sewer districts and utilities) eligibility under the Fast Track review process are:

1. City or other entity must have prior review approval authority from DEQ.
2. City or other entity must certify that they have the capacity to treat any wastewater generated by the project and supply any drinking water required by the project.
3. City or other entity must have a full time engineering department.
4. City or other entity review must be completed by or under the direct supervision of an on-staff professional engineer licensed in the State of Idaho.
5. City or other entity must provide written approval of the plans stating conformance with the provisions contained in the DEQ checklists, standards, and rules.
6. City or other entity standard specifications must be approved by DEQ.
7. City or other entity master plan or equivalent must be approved by DEQ.
8. City or other entity must provide for inspection and final certification.
9. City or other entity reviewer(s) must attend in-house DEQ workshops/training as determined by DEQ.
10. City or other entity will provide to DEQ a quarterly capacity report for wastewater and quarterly supply report for drinking water.

Projects

The minimum qualifications for project eligibility under the Fast Track review process are:

1. The project must protect public health and have a minimal impact on the environment.
2. The project must include only water and sewer line extensions. More complex projects will require normal plans and specification review.

Exclusion

The Fast Track pilot review process does not apply to other review and approval disciplines (i.e. air quality, land application, etc.) due to their complexity and dissimilarity.

This policy includes the attached eligibility checklist, and instructions.

IMPLEMENTATION

This policy shall be effective immediately.

DATED this _____ day of _____ 2005

TONI HARDESTY
DIRECTOR

FAST-TRACK PROCESS - ELIGIBILITY CHECKLIST

(Rev. 2/15/05)

Department of Environmental Quality (DEQ)

Please review the instructions before using this checklist.

1. Project name: _____
2. The project will be served by utilities that are on DEQ's pre-approved list. The utilities for this project are:
Water purveyor: _____
Wastewater treatment provider: _____
3. The project contains only the following components:

<input type="checkbox"/> (or NA __)	Water extensions.
<input type="checkbox"/> (or NA __)	Wastewater extensions.
<input type="checkbox"/> (or NA __)	Pressure irrigation systems.
4. The project does not include any mechanical systems, including the following: water sources, water treatment, booster pumps, reservoirs, lift stations, sewage treatment facilities.
5. The submittal contains the following completed items:
 - DEQ's "GENERAL PLAN AND SPECIFICATION REVIEW CHECKLIST", and all documentation required by that Checklist.
 - For wastewater line extensions only, DEQ's "WASTEWATER COLLECTION SYSTEM CHECKLIST", and all applicable documentation required by that Checklist.
 - Water purveyor's approval (will serve) letter. (Wastewater only plans will be accepted with the water purveyor's signed line location stamp. However, sanitary restrictions will not be lifted until water plans are approved. or NA __)
 - Wastewater treatment provider's approval (will serve) letter.
 - Minimum of two sets of stamped plans and specifications.
6. Engineering company/contact/phone #: _____

7. Engineer's signed stamp (affix below).

DRAFT
FAST-TRACK PROCESS - PURPOSE AND INSTRUCTIONS
(Rev. 2/15/05)
Department of Environmental Quality (DEQ)

PURPOSE

Plans and specifications that meet all of the conditions listed below and on the reverse side of this form may be eligible for inclusion in a fast-track review process. There will be no exceptions allowed.

1. Only projects that have been through an earlier review process, by a DEQ approved city or utility organization, will be eligible for this process.
2. Only the following project types will be eligible for this process: Simple water and sewer extensions; and pressure irrigation systems.

If this submittal contains the required plans and specifications and supporting documentation, including this checklist, DEQ will expedite review. Incomplete applications will be routed to the normal review process and the applicant will be notified by phone or mail of deficiencies.

INSTRUCTIONS

1. All items on the checklists must be checked or completed. "NA" may be checked, but only where it appears on the checklist.
2. Required documentation must be provided.
3. DEQ will screen all fast-track projects received the previous week, by 12:00 on Mondays. Projects received after 12:00 on Mondays may not be screened until the following Monday (please do not ask for exceptions to this policy). If Monday is a holiday, the screening process will be on Tuesday. If after the screening process, the project is determined to be eligible for the fast-track process, it will be reviewed within 10 working days and a DEQ approval letter sent out.